

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
Memorandum

subject: Position Opportunity
Storekeeper

Bureau of Finance &
Administration
**Division of Materials
Management**

Date: June 21, 2012

to: ALL CONCERNED

from: Vicki Arpin
HR Administrator

In the Division of Materials Management DOT Maintainer 2 positions, with the exception of Central Warehouse and Asset Management, will be filled at the Storekeeper level when vacated. The reason for this change is that Storekeeper is the classification that is consistent with the functions in the warehouses, i.e., CDL is not a requirement.

Locations: Darien and Lisbon
Hours: 37.5 hours per week
Salary: TC 12, Annual - \$34,691.00 to \$44,155.00
Closing Date: July 5, 2012
Job Posting #: 30543

Position Description: The Connecticut Department of Transportation has two (2) Storekeeper positions available in the Department of Transportation, Bureau of Finance & Administration, Division of Materials Management. These positions are located in Darien and Lisbon. The positions are full time, 37.5 hours per week and open to eligible candidates. The candidates selected will work under the direction of a Material Storage Supervisor or other employee of higher grade. This class is accountable for independently performing the full range of various stores duties, both manual and clerical, such as receiving, storing, issuing, inspecting, inventorying, etc.

Duties include: Receives and issues stock and maintains records of receipts, requisitions, and stock on hand; arranges stock utilizing the State's electronic financial and inventory management system; clarifies amount and condition of stock on hand reporting discrepancies and need for replenishment; verifies quantity and quality of incoming stock against invoices, etc.; takes inventory of materials and supplies; researches part numbers and stores catalog numbers to identify item and create E-Pro requisitions or material stock requests to resupply stock; identifies stores items in the catalog; pulls stock from shelves and issues via material stock requisition; classify stock, identify bin locations, mark stock and put away; maintain fuel station records and daily inventory reporting; run daily activities of stockroom during supervisor's absence; travel to stockrooms and vendors to obtain parts for stockroom and garage requirements; performs housekeeping duties; answer telephones, operate fax machine and take messages.

Special Requirements: Computer experience and knowledge; knowledge of stockroom operations/material handling; inventory control; automotive and truck parts; operate forklift; fuel station records; general housekeeping; physical stamina (heavy lifting, bending, climbing); **extensive mandatory overtime** in winter for snow & ice and other emergency situations as they arise; instate travel to chase parts; valid driver's license. Work hours are 8:00 a.m. to 4:00 p.m.

Minimum Qualifications: **Computer skills;** knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies; knowledge of safe and efficient warehousing practices; some interpersonal skills; some oral and written communication skills, and ability to keep accurate stock records and inventories.

Eligibility: Candidates must have two years' experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above. State employees may apply for lateral transfer if they currently hold the title of Storekeeper or have attained permanent status in the classification since their most recent hire date.

Application Instructions: Please submit a cover letter stating the location you are applying for along with a resume and State Application (CT-HR-12) by July 5, 2012 to:

DEPARTMENT OF TRANSPORTATION
Jan Snyder
TranspPurchg&StorsAsstDir
Bureau of Finance & Administration
2800 Berlin Turnpike
Newington, CT
Email: Janice.A.Snyder@ct.gov
Fax Number: 860-594-2302

State employees must include their last two service ratings

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules. Candidates may refer to the DAS website at www.das.state.ct.us/HR/Jobspec/JobSearch.asp for job specification requirements. Application forms are available at: http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future Storekeeper positions in the Bureau of Finance & Administration within twelve months.

Candidates need to include all requested documents in order to be considered for the position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.